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23 April 1956

MEMORANDUM FOR: Director of Personnel

Attention: Chief, Personnel Assignment Division

SUBJ:CT : Personnel Requirements - Project AQUATONE

1. Recent changes to the staffing pattern for the Project have resulted in the following civilian personnel vacancies for the Project. With the exception of three (3) positions, all of these are Headquarters vacancies and all are tied in with a 24-hour day, 7-day week operational status which is to go into effect in mid-May 1956.

## a. Clerical:

Slot 8324	Secretary-Steno (Medical)	GS-6
Slot 8349	Clerk-Typist	GS-5
Slot 8530	Clerk-Typist	GS-6
Slot 8519	Clerk-Typist	GS-5
Slot 8520	Clerk-Typist	GS-5
Slot 8521	Clerk-Typist	GS-5
Slot 8522	Clerk-Typist	GS-5
Slot 8523	Clerk-Typist	GS-5

These latter five (5) positions were the subject of our memorandum, [redacted] 17 April 1956, subject: "Clerical Requirements for PCS/DCI", to the Director of Personnel. These positions are designed for 24-hour coverage and personnel filling them will, therefore, be required to work shifts.

Slot 8025	Secretary-Steno	GS-6
Slot 8269	Clerk-Stenographer	GS-6

## b. Other:

Slot 8508	Statistical Control Specialist (Statistical Assistant)	GS-7
Slot 8509	Statistical Control Specialist (Statistical Assistant)	GS-7

Personnel for these positions should have backgrounds in the statistical presentation of reports, in the compilation of statistical summaries, and the keeping of general statistics having to do with recurring programs which lend themselves to statistical analysis. It is felt that personnel who may have worked with statistical figures in fields such as personnel may be trained for these particular assignments.

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Slot 8517	Operations Supervisor	GS-9
Slot 8518	Operations Supervisor	GS-9

These latter two positions will entail shift work with other personnel on a 24-hour a day basis. Individuals for these positions will be primarily engaged in scheduling movement of air transportation and it would be desirable that nominees have had experience in AFSC-60170 or 60150. Such experience would have dealt with scheduling, clearing and dispatching of aircraft and the maintaining of suitable records. It would naturally follow that such individuals would have knowledge of military transport aircraft and aircraft terminology -- especially with respect to operations.

Slot 8525	Intelligence Assistant	GS-9
Slot 8526	Intelligence Assistant	GS-9
Slot 8527	Intelligence Assistant	GS-9

These three (3) positions will also be engaged in shift work on a 24-hour a day basis. It is desired that individuals have had experience in the plotting of intelligence targets, in the compilation of intelligence information with respect to such targets, with the constant review and up-dating of information affecting enemy forces in a particular target area, with the use of maps and their orientation, etc. It is felt that a person with basic training in a military intelligence section or in a civilian position within the Agency having to do with the just-mentioned activities, would be suitable for training in these positions. It is also felt that a junior of the GS-7 grade level could be adequately trained to eventually fulfill the total requirements expected in the GS-9 level. Female employees could be acceptable for these positions.

Slot 8529	Intelligence Analyst	GS-9
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This position calls for an individual primarily trained in the use of maps, aerial photographs, the keeping of map files, the plotting of coordinates and similar activities. An individual who has served in the military as a photo-interpreter or map analyst conceivably would have the qualifications desired.

Slot 8528	Draftsman	GS-7
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This individual would be expected to assist the illustrator with the drawing up of organizational charts, operational diagrams, lettering and other presentations which call for illustrative drafting.

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c. U.S. Field:

Slot 8531	Intelligence Analyst	GS-9
Slot 8532	Intelligence Analyst	GS-9

These two positions are located outside of the Washington area and personnel could be assigned PCS to the location involved. The qualifications desired are essentially those as outlined for Slot 8529 above.

Slot 8542	Finance Clerk	GS-7
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This position is also located outside of the Washington area and a person could be assigned PCS. Preliminary discussions have already been had with the Comptroller and recommendations are being forwarded to this office by the SF Career Service Board.

2. We would appreciate every consideration which may be given to making such personnel as the Agency may have, whose qualifications may match the above requirements, made available to the Project as soon as possible.

FOR THE PROJECT DIRECTOR:

Personnel Officer

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RBW/ht